

DISPATCH

CLASSIFICATION

S E C R E T

PROCESSING ACTION

TO
25X1A Chief of Station, [REDACTED] ATTN: FE Engineer

INFO.

FROM
Chief, Real Estate and Construction Div, OL

SUBJECT
25X1A [REDACTED] - Status Reporting of Construction Projects

MARKED FOR INDEXING

NO INDEXING REQUIRED

ONLY QUALIFIED DESK
CAN JUDGE INDEXING

MICROFILM

ACTION REQUIRED - REFERENCES

ACTION: Use Revised Format for Construction Status Reporting

1. Reference the normal monthly report on construction activities currently prepared and submitted to Headquarters.

2. During a recent visit to Headquarters, the Saigon Post Engineer suggested certain minor revisions in the format of the report which would facilitate preparation and improve its usefulness, both to the field and to Headquarters. The form has been revised to include the changes suggested.

3. Attached are both blank copies of the revised form and a sample completed form showing typical entries.

4. We would appreciate your using the revised form on future reports. Continued suggestions for improvement are welcome.

25X1A

Attachments

- 1 - Blank Copies of Revised Form
- 1 - Sample Completed Form

Distribution:

- 2 - COS, [REDACTED] w/atts

23 AUG 1968

**RECORDED
OL REGISTRY**

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	[REDACTED]	23 AUG 1968
	CLASSIFICATION	GROUP 1 Excluded from automatic downgrading and declassification
	S E C R E T	FILE NUMBER
	ORIGINATING	
	OFFICE - OFFICER - TYPIST	EXT.
	OL/RECD/EB, [REDACTED] : jah (7 Aug 68)	3023
	COORDINATING	
	OFFICE SYMBOL	DATE
	FE/LOG	30 JUL 1968
		[REDACTED] (RGW) TELECORD
	RELEASING	
	OFFICE SYMBOL	DATE
	EO/OL	22 AUG 1968
	OFFICER'S SIGNATURE	[REDACTED]

- 1 - OL Registry
- 1 - FE/LOG
- ① - OL/RECD Official
- 1 - OL/RECD/EB Chrono

See Disp.

for instruction
book

FORM 1-63 53

USE PREVIOUS EDITION
MFG 1-66

(40)

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